

APPENDIX D

Proposed Site Review

7. Site Plan Review

7.1. Purposes and Intent

Developments of non-residential, institutional, mixed use or multi-family uses, together with their associated outdoor areas for vehicular movement and parking, accommodate varying degrees of open and continuous use by the general public. Due to their physical and operational characteristics, these developments may affect neighboring properties and adjacent sidewalks and streets. It is in the Town of Shirley's interest to promote functional and aesthetic design, construction, and maintenance of such developments and to minimize any harmful effects on surrounding areas. The intent of Site Plan Review is to regulate rather than prohibit uses through reasonable conditions that may be required by the Planning Board concerning design and location of buildings, signs, open space, landscaping, parking areas, access and egress, drainage, sewage, water supply and fire safety.

7.2. Applicability. Site Plan Review by the Planning Board is required for any of the following:

- 7.2.1. All new construction of commercial, industrial, institutional, municipal or other non-residential uses.
- 7.2.2. All commercial or industrial additions, alterations or reconstruction exceeding 1,000 gross square feet or that would require a total of ten (10) or more parking spaces to serve both existing and new development, or any change of use which would require ten (10) or more additional parking spaces based only on new development.
- 7.2.3. Construction or creation of any new parking lot or the expansion, or redesign of an existing parking lot with ten (10) or more parking spaces, used or to be used for any non-residential purposes.

7.3. Relationship to Other Permits and Approvals

- 7.3.1. No building permit shall be issued for any development subject to this Section, and no construction or site preparation shall be started, unless a Site Plan has been approved for it by the Planning Board, except as provided under Subsection 7.4.5.
- 7.3.2. No occupancy permit shall be issued for any building subject to this Subsection unless such building and all its related facilities have been completed according to the approved Site Plan. No activity subject to site plan approval shall be conducted on the site unless, in the opinion of the Building Inspector, the development or approved phase thereof has been substantially completed according to the approved Site Plan, and unless the proposed activity was reviewed by the Planning Board during the Site Plan Review process.

- 7.3.3. Approval of a Site Plan under this section shall not substitute for the requirement of obtaining a special permit or other permits or approvals required by the Zoning Bylaw and all applicable state and local regulating authorities.
- 7.4. Procedures for the submission and approval of plans
- 7.4.1. Prior to investing in extensive professional design efforts for Site Plan Review, it will often prove useful to review the proposed development of a parcel of land with the Planning Board, in order that general approaches and potential problems can be freely explored. Pencil sketches, which need not be professionally prepared, will assist in the discussion and might show some but not all of the information shown on the Site Plan.
- 7.4.2. Fifteen (15) copies of the Site Plan shall be submitted, along with Fifteen (15) completed copies of the application for Site Plan Review to the Planning Board at a regularly scheduled meeting, together with the application fee to cover the costs of processing and review. The applicant shall subsequently give written notice to the Town Clerk by delivery or by registered mail, postage pre-paid, that such Site Plan has been submitted, stating the date of such submission of said Site Plan to the Planning Board. Said notice shall include a completed copy of the Site Plan Review Application.
- 7.4.3. The Planning Board shall distribute one (1) copy of the completed application package to each of the following Town Boards or Departments: Building Inspector, Department of Public Works, Conservation Commission, Board of Health, the Shirley Water District, Sewer Commission, Fire Department, Police Department and all other Boards and Departments as deemed necessary.
- 7.4.4. The Planning Board shall hold a public hearing no later than forty-five (45) days after receiving a complete Site Plan application. The notice, posting, and publication of the public hearing shall be in accordance with the provisions of M.G.L. c.40A, Section 11.
- 7.4.5. Boards and departments provided with a copy of the Site Plan Application shall report their comments to the Planning Board no later than the time of the public hearing. Failure of these boards and departments to provide a report to the Planning Board for consideration at the public hearing shall constitute a “no negative determination” of the project.
- 7.4.6. The Planning Board shall issue a written decision, including conditions, if any, to the Building Inspector no later than Thirty (30) days following the date of the close of the public hearing. If no action is taken within Thirty (30) days following the public hearing, the Site Plan Application shall be deemed approved. In this case the Building Inspector shall issue a certificate of constructive approval and file such certificate with the Town Clerk within Fifteen (15) days of the Planning Boards failure to act. Appeals of the Certificate of Constructive Approval may be filed within Thirty (30) days of the date the decision was filed with the Town Clerk as provided in M.G.L. Chapter 40A, Sections 8 and 15. Upon expiration of the statutory appeal period without appeal, the Building Inspector may issue a building permit.

- 7.4.7. One (1) endorsed copy of the approved Site Plan shall be provided each to the applicant, the Building Inspector, the Department of Public Works, the Shirley Water District, Police and Fire Departments, the Conservation Commission and the Board of Health. One (1) copy of the approved Site Plan shall remain in the records of the Planning Board.
- 7.5. Site Plan Submission Requirements. A Site Plan Review application package shall include the following materials unless the Planning Board agrees in writing, prior to submittal, to waive any materials not relevant to a proposed development.
- 7.5.1. A narrative describing:
- a) the nature and location of the project and the site, including a legal description of the property; complete dimensions and area;
 - b) the zoning classification(s) that apply to the property;
 - c) assessor's map and lot numbers;
 - d) the proposed building or addition size with a breakdown of proposed use(s);
 - e) calculation of existing and proposed lot coverage;
 - f) estimated cost of all site improvements;
 - g) projected public water demand, if any;
 - h) projected number of employees, hours of operation and description of shifts, where applicable;
 - i) projected parking spaces required for the development, based on proposed use(s) or number of employees, as applicable;
 - j) the name and address of the property owner and the applicant, if different from the property owner, evidence of site control such as a deed, purchase and sales agreement, or lease;
 - k) and a discussion of how the proposed development conforms to the Shirley Master Plan.
- 7.5.2. The names and addresses of all abutting property owners within 300 feet, certified by the Board of Assessors.
- 7.5.3. A Site Plan that contains:
- a) A title block showing the name of the site, the date, scale, name(s) of the owner(s) and the signature and seal of the registered professional engineer, architect or landscape architect.
 - b) North arrow and benchmarks used.
 - c) A locus plan at a scale of one inch equals 2,000 feet (1"=2,000').
 - d) Parcel lot lines for the proposed project and surrounding parcels.

- e) Location, footprint, height and use of all existing and proposed buildings or structures, total area of buildings in square feet, streets, ways, drives, driveway openings within 300 feet of the site boundaries, walkways, service areas, parking spaces, loading areas, fences and screening, utilities, waste storage and disposal facilities, wells, and drainage facilities.
- f) Proposed surface treatment of paved areas and the location and design of drainage systems with drainage calculations prepared by a registered professional engineer.
- g) The location and description of all proposed septic systems, water supply, storm drainage systems, utilities, and refuse and other disposal methods, noting applicable approvals, if received.
- h) Existing and proposed topographical contours of the property, taken at a minimum contour interval of two feet by a registered professional engineer or registered land surveyor.
- i) Vegetation, indicating areas of retained vegetation, the location of any trees of more than eight inches in diameter and specimen trees of more than four inches in diameter, both measured as diameter at breast height (dbh), including trees located in the road right of way, and other unique natural features.
- j) The location of wetlands and other areas subject to control under the Massachusetts Wetlands Protection Act, G.L. c. 131, Section 40, and the Shirley Wetlands Protection Bylaw, including regulatory buffer zones or setbacks from resource areas, identified through field survey acceptable to the Conservation Commission; Flood Plain and Floodway boundaries; and erosion control measures.
- k) Location of all water resource protection areas, if any portion of the site is within 1,000 feet of a DEP Zone II, interim wellhead protection area or any surface water protection zone.
- l) Location of the site in relation to any Areas of Critical Environmental Concern (ACEC) designated by the Commonwealth of Massachusetts, Executive Office of Environmental Affairs.
- m) Lighting plan showing the location, height, intensity, and bulb type of all external lighting fixtures, the direction of illumination, and methods to reduce glare onto adjoining properties.
- n) Landscaping plan showing the location, name, number and size of plant types, and the locations and elevation and/or height of planting beds, fences, walls, steps, paths and other walkways and or sidewalks.
- o) Location and description of all proposed open space.
- p) Location, height, materials, and size of all proposed signage.
- q) Additional information that may be required by the Planning Board, as reasonably necessary, to make determinations required by this Bylaw.

- r) A table of information showing how the plan conforms to the Zoning Bylaw.
- s) Scale, elevations and locus map. The site plan shall be at a scale of one inch equals forty feet (1"=40') or such other scale as the Planning Board may allow to adequately show detail. Profiles of each individual street or service road shall be provided at a vertical scale of one inch equals four feet (1"=4'). Elevations shall refer to the bench mark or datum utilized. Sheet size shall be twenty-four by thirty-six (24 x 36) inches including a one-inch border

7.5.4. Building design plans that include:

- a) In cases involving changes to existing buildings:
 - 1) Photographs of existing buildings showing location of proposed alterations/renovations and of adjacent areas.
 - 2) Drawings showing exterior elevations, outline plans, schedule of exterior materials and colors.
 - 3) Landscaping (site) plan showing all proposed changes and describing all materials including plantings.
 - 4) Manufacturers' brochures with illustrations and specifications for new exterior materials, components or assemblies to be used.
- b) In cases involving construction of new buildings:
 - 1) Site plan locating the structure and showing existing and proposed grades.
 - 2) Drawings of exterior elevations.
 - 3) Schematic floor plans.
 - 4) Schedule of all exterior materials and colors.
 - 5) Manufacturers' brochures as described above.
 - 6) Landscaping plan as described above.
 - 7) Photographs of adjacent buildings.
- c) Drawings standards. Drawings need not be professionally prepared but must:
 - 1) Be drawn to scale.
 - 2) Show all exterior features completely and accurately.
 - 3) Show finish grades and floor elevations.
 - 4) Indicate all materials, colors and unusual details.
- d) Photograph standards. Photographs must be recent. Photographs should be in color and no smaller than 4" x 6". Several different views are necessary, including those of adjacent properties.

- e) Samples. Samples, models, mock-ups, etc., may be requested by the Planning Board.
- 7.5.5. Analysis of environmental impacts. The Applicant shall submit an analysis of existing and expected post-development environmental conditions, including but not limited to measures proposed to prevent pollution of surface and ground water, erosion of soil, excessive runoff of precipitation, excessive raising or lowering of the water table, or flooding of other properties; measures to protect air quality, minimize noise levels, prevent harmful or noxious emissions, and prevent damage or threat to wetlands, flood plain, and the visual environment. Potential smoke, odors, vibration and electromagnetic radiation shall be identified and addressed. Waste disposal and off-site environmental drainage impacts shall be discussed.
- 7.5.6. Analysis of traffic impacts. The Applicant shall submit estimated average daily traffic and peak hour traffic to be generated by the development. A traffic impact plan shall be required indicating impacts, if any, to surrounding intersections servicing the project site if the proposed development generates more than 250 vehicle trips per day or more than 50 trips at the peak hour according to these estimates or as determined by the most current edition of the Trip Generation Manual published by the Institute of Traffic Engineers (ITE). The Planning Board may, at its discretion, require the Applicant to prepare a traffic study and/or pay for consultants review.
- 7.5.7. Analysis of community impacts. The Applicant shall submit an assessment of existing and projected demand for municipal services, revenues to the Town and fiscal or economic impacts.
- 7.5.8. The Site Plan filing fee as determined by the Planning Board's regulations.
- 7.6. Site Plan Review Criteria. The Planning Board shall approve a site plan upon its determination that:
 - 7.6.1. For the type and location of the development and the land use(s) involved, the applicant could not reasonably alter the placement of buildings, the design of building form, access and egress points, drainage, grading, and other elements of the plan to:
 - a) Improve the development's visual compatibility with the surrounding area;
 - b) Reduce the visual impact of parking on views from the road or from surrounding properties;
 - c) Improve the convenience and safety of vehicular and pedestrian movement within the site, considering the location of driveway openings in relation to traffic and/or adjacent streets and the adequacy and arrangement of parking and loading spaces;
 - d) Reduce the volume of cut or fill;
 - e) Reduce soil erosion;

- f) Increase the protection of adjoining premises against detrimental uses by provision of stormwater management, sound and light barriers, preservation of light and air, and preservation of views when possible;
- g) Protect or improve water quality;
- h) Reduce the number of removed trees of 8" or more in diameter at breast height (dbh);
- i) Increase the protection and enhancement of important, existing site features, natural or man-made;
- j) Achieve consistency with the Site Development Standards at Subsection 7.12;

7.6.2. The proposed development:

- a) Conforms to the Supplemental Site Development Standards for Business Districts at Subsection 7.13, as applicable;
- b) Is consistent with the Shirley Master Plan.
- c) Meets all applicable requirements of the Zoning Bylaw.

7.7. Performance Guarantee. As a condition of Site Plan Review:

- 7.7.1. The Planning Board may require that a performance bond, secured by deposit of money or negotiable securities in the form selected by the Planning Board, be posted with the Town to guarantee completion of improvements to be made in compliance with the plans submitted and approved hereunder.
- 7.7.2. The Planning Board may also require that an amount be included for land restoration not having to do with the construction of improvements. The amount of security shall be determined by an estimate from the applicant's engineer which may be confirmed or increased by the Board.
- 7.7.3. The Town may use the secured funds for their stated purpose in the event that the applicant does not complete all improvements in a manner satisfactory to the Planning Board within two years from the date of approval, or the final date of the last extension of such approval, if any.

7.8. Appeals. Applicants for a Site Plan Review may appeal conditions imposed by the Planning Board to the Zoning Board of Appeals.

7.9. As-Built Plan. Upon completion of all work, an As-Built plan and a letter of certification shall be submitted to the Building Inspector by a registered professional engineer, registered architect, registered landscape architect or registered land surveyor, as appropriate to the work involved, that all work has been done substantially in compliance with the approved Site Plan.

7.10. Duration of Approval. Site Plan Review shall become void two years from the date of issue, which two years shall not include time required to pursue or await determination of an appeal referred to in G.L. c.40A, Section 17, unless any construction work contemplated thereby shall have commenced and proceeded in good faith continuously to

completion, except for good cause. In such case a request for extension of the date of completion must be submitted to the Planning Board.

- 7.11. Regulations and Fees. The Planning Board shall adopt rules and regulations for Site Plan Review, including submission and review fees assessed to the applicant. Such fees may include a deposit for engineering, architectural or other reviews by a consultant selected by the Town.
- 7.12. Site Development Standards; General Requirements. The purpose of site development standards is to ensure that adequate consideration will be given to the natural resources and characteristics of a site, to its topographic, hydrologic and geologic conditions, to public convenience and safety, particularly with regard to abutters, and to the suitability of a proposed use on a site. Before approving any site plan, the Planning Board shall assure that each site plan submitted for review and approval complies in full with the following site design standards:
 - 7.12.1. Stormwater runoff. For all sites, the peak rate of stormwater runoff from the development site shall not exceed either the regulations of the Conservation Commission or the rate existing prior to the new construction based on a twenty-five-year design storm, whichever is more restrictive. The applicant shall provide the analysis, certified by a Massachusetts registered professional engineer, necessary to document the previous and proposed runoff rates. The Planning Board may authorize the use of stormwater drainage facilities located off the development site and designed to serve one (1) or more lots, provided that it finds that:
 - a) The peak rate of stormwater runoff from such off-site facilities does not exceed the rate existing prior to the new construction based on a one-hundred-year design storm; and
 - b) The applicant has retained the rights and powers necessary to assure that the off-site stormwater drainage facilities will be properly maintained in good working order.
 - 7.12.2. Erosion control. Slopes in excess of ten percent (10%) shall be protected against erosion, runoff, and unstable soil, trees and rocks. Appropriate measures shall be taken to stabilize the land surface from unnecessary disruption. All stabilization measures shall be the responsibility of the property owner.
 - 7.12.3. Minimum pavement standards.
 - a) All areas designed for vehicular use shall be paved to the standards of section 4.5.6 of the Town of Shirley Subdivision Rules and Regulations with a minimum of either a four inch (4") bituminous asphalt concrete or other approved surface such as a six-inch (6") Portland cement concrete pavement, brick, cobblestone or gravel.
 - b) Pedestrian walkways shall be composed of a raised, color-treated or textured surface clearly distinct from paved areas for vehicular use. The selection of

surface treatments for pedestrian walkways shall be approved by the Planning Board in consultation with the Department of Public Works.

- c) Outdoor lighting. Outdoor lighting, including lighting on the exterior of a building or lighting in parking areas, shall be arranged to minimize glare and to not shine beyond the perimeter of the site.
- d) Common driveway. Wherever possible, the Planning Board encourages shared driveway access to two (2) or more lots used for business or mixed-use development in any business district. A common driveway may not exceed a width of twenty-four (24) feet at any point where it crosses required open space or any required parking setback area.

7.12.4. Placement of buildings and associated improvements. Buildings, structures, fences, lighting, and fixtures on each site shall be placed so as to not interfere with traffic circulation, safety, appropriate use and enjoyment of adjacent properties.

7.12.5. Utilities. To the maximum extent practical, as determined by the Planning Board, all utility service transmission systems, including but not limited to water, sewer, natural gas, electrical, telephone and cable, shall be placed underground.

7.12.6. Signs. All signs shall comply with the requirements of Section 6 of the Town of Shirley Zoning By-law and with Subsection 7.13.4 of this Bylaw.

7.12.7. Landscaping standards. Landscaping of open space shall be designed to enhance the visual impact of the use upon the lot, adjacent property and views from the road. Where appropriate, existing vegetation shall be retained and used to satisfy the landscaping requirements. Open space areas shall be kept free of encroachment by all buildings, structures, storage areas, parking and interior drives. Open space landscaping shall be maintained as open planted areas and used to ensure buffers between properties; minimize the visual effect of the bulk and height of buildings, structures, parking areas, lights or signs; and minimize the impact of the use of the property on land and water resources.

- a) In a business or industrial district where a business or industrial use abuts a residential district, the Planning Board may require a landscape buffer of at least thirty (30) feet in depth.
- b) All parking lots and loading facilities shall be suitably landscaped to minimize their visual impact on the lot and upon adjacent property by the use of existing vegetation, where appropriate, and by the use of trees, shrubs, walls, fences or other landscape elements.
- c) Any parking lot containing ten (10) or more parking spaces shall include landscaping which, in the opinion of the Planning Board, is located and designed to enhance the visual appearance of the parking or loading facility, to ensure traffic safety and to minimize the adverse effects of the parking or loading facility on the natural environment. Such landscaped areas shall not be less in area than five percent (5%) of the total area of the parking lot and shall be in addition to any minimum open space required under Section 3 of this Zoning Bylaw. Any landscaping located at the perimeter of a parking lot

which, in the opinion of the Planning Board, is deemed to satisfy the above standard shall be counted as open space but may be included as part or all of the required five-percent parking lot landscaping.

7.12.8. Bicycle facilities. Any development in a business district shall be required to provide bicycle racks in one or more appropriate locations on the site as approved by the Planning Board.

7.12.9. Off-street parking. All off-street parking shall be designed in accordance with Section 5 of this Zoning Bylaw, except as provided below.

a) Reserve parking spaces. The applicant may request and, where appropriate, the Planning Board may authorize a decrease in the number of off-street parking spaces required in Subsection 5.5, subject to the following conditions:

- 1) The decrease in the number of parking spaces is no more than thirty percent (30%) of the total number of spaces required under Subsection 5.5. The waived parking spaces shall not be used for building area and shall be labeled as "Reserve Parking" on the site plan.
- 2) Written approval is given by the Building Inspector, the Police Department and the Department of Public Works.
- 3) The proposed decrease in the number of required spaces will not create undue congestion, traffic hazards, or a substantial detriment to the neighborhood, and does not derogate from the intent and purpose of this Bylaw.
- 4) The reserve parking spaces shall be properly designed as an integral part of the overall parking development
- 5) In no case shall any reserve parking spaces be located within areas counted as buffer, parking setback or open space.
- 6) If at any time, after one (1) year from the date of issuance of a certificate of occupancy, the Building Inspector and/or Planning Board find that all or any of the increased reserve spaces are needed, the Planning Board may require that all or any portion of the spaces identified as reserved parking spaces on the site plan be constructed within a reasonable time period as specified by the Planning Board. A written notice of such a decision shall be sent to the applicant within seven (7) days before the matter is next discussed at a Planning Board meeting.

7.13. Supplemental Site Development Standards for all commercial Districts. In addition to the standards set forth in Subsection 7.12, the following design standards apply to site development in all commercial districts. The Planning Board is authorized to adopt rules and regulations to implement this subsection following a public hearing.

7.13.1. Pedestrian facilities. Unless waived by the Planning Board:

- a) Any development of 2,500 square feet or more of gross floor area shall provide pedestrian amenities such as street furniture, trash receptacles, pedestrian-scale lighting and informational signage, which shall be placed between the sidewalk and the building or buildings facing the street.
- b) Interior pedestrian walkways shall be directly accessible from the sidewalk along the street and from off-street parking areas serving the development. The interior walkways shall be composed of a raised, color-treated or textured surface clearly identifiable and distinct from paved surfaces used for vehicular circulation.
- c) Any development of less than 2,500 square feet of gross floor area shall provide pedestrian facilities appropriate to the scale of the project, such as a patio area with seating or trash receptacles. All such facilities shall be in accordance with the Planning Board's rules and regulations.

7.13.2. Context. Major visual exposure comes not only from the front of a building. Accordingly, applicants should give full attention to the treatment of landscaping, parking areas and the building wall at the rear and sides.

7.13.3. Buildings.

- a) A lot may have more than one building used principally for commercial purposes, provided that aggregate gross floor area does not exceed the floor area ratio for the district as set forth in Section 3 of this Zoning Bylaw.
- b) Individual establishments within a building shall not exceed 2,500 square feet of gross floor area, or 20% of the gross floor area of the building, whichever is greater, except by approval from the Planning Board.
- c) Buildings shall face the street or may be oriented around a courtyard or respond in design to a prominent feature, such as a corner location. Buildings and site design should provide an inviting entry orientation.
- d) A single building with a width of more than 60 feet facing the street should be divided visually into sub-elements which, where appropriate, express the functional diversity within the building.
- e) All buildings should:
 - 1) Provide continuous visual interest, emphasizing design features such as bay windows, recessed doorways, pilasters, columns, horizontal and vertical offsets, material and color variations, decorative cornices, awnings or canopies.
 - 2) Avoid blank walls.
 - 3) Provide windows, displays, murals, secondary entrances, or other architectural features on side or rear walls that are visible to pedestrians or vehicular traffic.

- 4) Avoid unarticulated and monotonous building facades and window placements, regular spacings, and building placements that will be viewed from the street as continuous walls.
 - 5) Provide human-scale features, especially for pedestrians and at lower levels and from a pedestrian viewing distance.
 - 6) Contribute to a sense of continuity and coherence for all who visit, shop or work in the district. Architectural diversity is encouraged as long as individual design solutions are compatible with the objectives of providing business districts that are pedestrian-oriented, mixed-use areas, each with a strong visual definition.
- f) Exterior materials. Appropriate exterior materials include painted clapboard, wood shingles or brick. Neutral or earth-tone colors are appropriate, but brighter colors may be applied to building trim with approval of the Planning Board. Variation in materials, appropriate colors and textures are encouraged when they are visually distinctive and aesthetically appropriate. Rough, imitation or reflective materials such as unpainted wood, field stone, smooth-face concrete, exposed metal, imitation materials, mirror glass, porcelain enamel or polished stone shall not be used unless approved by the Planning Board.
 - g) Rooflines and roof features. A flat or nearly flat roof is prohibited on any building facing the street in any business district, except as provided below.
 - 1) Structures in the C-1 District shall have a simple gable roof with a minimum slope of 8 over 12. A structure that fronts on and faces a side street should have a simple gable roof with a pitch of at least 8 over 12, or a gambrel or a hip roof. The roof trim should have depth and projection of details.
 - 2) The Planning Board may authorize a flat-roof design on a structure in the C-1 District, provided that a flat roof structure shall be capped by an articulated parapet design that acts as a structural expression of the building façade and its materials.
 - 3) For other structures, roofs shall, at a minimum, have articulated parapets concealing flat roofs and rooftop equipment, such as HVAC units which would be visible from adjoining public streets or properties.

7.13.4. Signs.

- a) To the maximum extent practical, signs should be integrated with the building's architecture and aligned to pedestrians on sidewalks, such as blade signs, single signs hung below canopies, or small signs on canopies or awnings.
- b) Sculptural signs, signs that incorporate artwork, or signs with high quality graphics are encouraged.

- c) In the C-2 Districts only, neon or internally lit signs are permitted if they are incorporated into the design of the building, as determined by the Planning Board.
 - d) Front lighting or down lighting on signs is preferred.
 - e) There shall be a maximum of one sign per entrance to a development, of a size commensurate with the size and number of establishments in the development, extending not more than 12 feet off the ground.
- 7.13.5. Landscaping. Visual relief from buildings and hard materials shall be accomplished with landscape treatments such as shrubs, trees, flower boxes and other greenery around buildings or in recessed places.
- 7.13.6. Lighting. To the maximum extent practical, lighting of walkways shall be from storefronts, canopies or awnings.
- 7.13.7. Off-street parking.
- a) Whenever possible, developments on adjacent lots shall be served by shared parking areas under written shared parking agreements.
 - b) Unless authorized by special permit from the Planning Board for site plan applications to alter or expand an existing structure, no off-street parking shall be located in front of any building. Side parking shall be at least 20 feet from the front of the building facing the street.
- 7.13.8. Design Review. For all uses requiring site plan review in a business district, the Planning Board shall consider the following criteria to judge the design merits of a project. The proposed project shall:
- a) Be compatible with the built and natural environment and reflect the traditional image of Shirley as a New England agricultural town. Peaked roofs, chimneys, steeples, ornamental cornice work, towers, etc., are recommended to create interesting and varied rooflines. Buildings should acknowledge the uniqueness of their location, such as the corner of a block or end of a vista, with detailing correlating to the prominence of the setting.
 - b) Preserve and encourage distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site.
 - c) Be compatible with the authentic features of buildings in the local historic district or National Register Districts and/or surrounding structures of historic significance as determined by the Shirley Historical Commission, and preserve significant historical, architectural or cultural features when altering or adding to existing properties.
 - d) Provide a favorable business climate and promote economic vitality. Wherever possible and to the extent permitted in the district, designs should provide a mix of commercial, office and residential uses. Each project need not include all these uses, but should be coordinated with adjacent properties to provide complementary uses and activities.

- e) Ensure that site amenities such as seating, walkways, landscaping, fences, walls, light fixtures, etc., are provided, and are designed in order to support the other criteria described herein.
- f) Ensure that signage relates in size, scale, color and overall design to the general character of its location and to the specific context in which it is to be placed.
- g) Provide aesthetically pleasing, integrated green spaces. Useful, interconnected open spaces, such as greens, squares, arcades, patios and similar gathering spaces, appropriate to the location and scale of the development, should extend into a site in order to promote interaction. These spaces should ideally be linked by walkways to encourage interaction and a sense of community.
- h) Improve traffic flow, pedestrian access and circulation to provide adequate parking. Parking and loading areas should be subdivided, screened and landscaped in order to reduce the visual impact of the parking and loading areas. Where possible, parking areas should be combined with and linked to other parking areas in order to make use of shared and complementary uses, which may lessen the total number of parking spaces required. Combined driveways are suggested, where possible, in order to lessen the number of curb cuts and facilitate a better flow of traffic.